

Draft EMTS Advanced Conversion Tool Script

Introduction

Welcome to the tutorial on using the advanced version of the EMTS Conversion Tool (ECT) with custom column headings.

Before you can use the ECT you must download the zip file from www.epa.gov/otaq/fuels/renewablefuels/epamts.htm and install the tool.

Once you have installed the tool, you can access it from the U.S. EPA folder in the Start menu.

Select a File

This is the screen you will see after opening the ECT and choosing the Advanced Version.

Step 1 at the top of the screen is to specify a delimiter.

This step is optional as the tool can usually detect the delimiter used in a file.

If you are using a custom delimiter, you should specify it in the "Other" box.

For more information about delimiters, please see the EMTS Conversion Tool (Advanced): Delimited Text Files tutorial.

Step 2 is to select the files to convert.

At the bottom of the screen are the paths of folders that are automatically created when you install the ECT.

These need to be changed only if you do not want to store your files in the default locations.

You can use the folder list on the left to view the files in each of these folders or to navigate to a custom file location.

Select a File II

Here you can see that GenerateExample1.xls has been selected.

In this tutorial you are using an Excel file that has custom headers.

You can leave the delimiter set on default and the ECT will automatically detect the Excel format.

Please click the Process Existing File(s) button to continue.

Processing File Screen

This is the screen for the Advanced Version.

Your company information is displayed at the top of the screen, followed by the data in the text file.

Below the data are the drop-down menus that allow you to match custom column names to the required EMTS data fields.

You will explore this functionality further in this tutorial.

Lastly, at the bottom are the output options.

For more information on output options, please see the EMTS Conversion Tool (Advanced): Delimited Text Files tutorial.

Matching Custom Columns

Now let's take a closer look at each step.

In Step 3, the User Login has been entered along with the Organization ID.

The ECT automatically populates the Submittal Creation Date field with the current date in the proper format.

Step 4 contains buttons for adding and copying rows, setting columns to recommended defaults, and importing and exporting column names.

There also is a button to show the legends which explain the required, conditional, and optional fields.

Each required field must be matched to a column that contains valid data.

Under the buttons are the data from the file you selected.

Some files may have multiple rows of data, corresponding to multiple transactions.

In this case there is only one row of data.

Notice that the first drop-down menu under Required Fields -- FuelCode -- is set to the default column heading.

In this example the column heading from the imported file that contains the Fuel Code data is titled "Code," which does not match the default heading name.

You will need to match the drop-down menu to the custom column heading that appears in the second column of the data grid.

Please click the drop-down menu next to the required FuelCode field.

Matching Custom Columns II

Next you need to select the column name that matches your custom column heading.

Notice that the drop-down menu is populated with all of the available column headings from the imported file.

These are listed in alphabetical order.

In this case you need to select "Code" to match the first required field to the custom column heading in the imported file.

Please click the Code menu item to continue.

Import/Export Company Column Names

You have now matched the proper required field to the custom column heading that was available in the drop-down menu.

In this case you only need to match one column heading to one data field because the rest of the column headings correspond to the default headings.

It may be necessary to match multiple data fields to multiple column headings.

To do this, you would use the drop-down menus to select the correct custom column headings for data that match to each required field.

Click the Show Legends button for more information about which fields are required, which are conditional, and which are optional.

All required fields must be matched to the correct column names for the ECT to process the file.

Next you will explore how to save profiles of custom column settings.

This is useful if you have multiple files with the same custom column names.

Please click the Import/Export Company Column Names button to continue.

Company Column Names

You have now opened the Company Column Names window.

This is where you can manage your custom profiles.

In this case you will save the custom profile you just created by matching the FuelCode field to the custom column heading "Code."

As noted before, in many cases you will have matched most of the required, conditional, or optional data fields to custom column headings.

Please click the Export New Profile button to continue.

Export Custom Profile

You are now exporting a custom profile.

First, you must enter a name for the file. In this case, the name CustomGenerate has been entered for you.

Please click the OK button to continue.

Location to Save Custom Profile

You now must select the location to save this custom profile.

Please consult your IT department for any requirements about saving files.

You will need to be able to access the location of the files on a regular basis if you use this tool often.

In this case you will save the file in the default location, which is the EMTSConversionTool folder in your My Documents folder.

Please click the Save button to continue.

Location to Save Custom Profile II

The location of known profiles is now displayed in the Company Column Names window.

Notice that the profile you just created is listed.

If you had multiple profiles, either for different facilities or for different transaction types, you could access them here.

If you highlighted a profile and clicked the Import Profile button you could import that profile and the associated matching of custom column headings to required, conditional, or optional data fields.

This would allow you to quickly export properly formatted EMTS XML legacy data files that contain proper data with custom column headings.

Finally, also notice that you can export to an existing file if you want to update or replace a previously saved profile.

In this case you have finished saving the custom profile you created and can exit this window.

Please click the Exit button to continue.

Process File

You are now at the bottom of the Advanced Options screen.

The final step is to process the file.

Please click the Process File button to continue.

Processing Complete

As the Status panel indicates, you have now successfully processed a file with custom column headings.

If you had selected multiple files in Step 2 there would be a Next File button next to the Process File button.

Clicking that button would close this window and open a new one with the data from the next file displayed.

You could then continue outputting XML.

Please click the Exit/Stop Processing button to continue.

View Processed File

You have now returned to the Select Files screen.

In the navigation window on the left, the Good_Files folder has been opened to show the generate XML file that you just created.

This XML file is now ready to be submitted through EMTS.

Conclusion

In this tutorial you learned how to match custom column headings to required, conditional, and optional fields.

You learned how to save a custom profile and import or export other saved profiles.

Finally, you learned how to process a custom column heading file and view the successful XML export.

This concludes the tutorial.